

15-325

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and has the honor to request assistance in verifying the accuracy of the Department's records concerning the location and use of real property in the United States that is owned, leased, or used by foreign governments. This information was last requested by the Department in Note No. 11-138, dated July 5, 2011.

The Chiefs of Missions are requested to provide the Department with the following information concerning properties owned, leased, or used by their governments for official purposes, such as chancery and annexes, consulate and annexes, miscellaneous foreign government offices, missions to international organizations, or other:

- The address of each property, including the number of the unit, suite, apartment, floor, or lot;
 - For leased properties, also include the lease start and end dates; and
- The current use of each property.

In addition, the address of any personally leased or owned official residence of a chief of mission or head of consular post is requested.

Moreover, Missions are asked to reconfirm the use of each property by including one of the following statements:

- a. No part of this property is or will be used for commercial purposes; or
- b. A portion or all of this property is or will be used for commercial purposes, and the Mission understands that areas used for commercial purposes are not inviolable and may not be eligible for property tax exemption.
 - If a portion of the property is or will be used for commercial purposes, the Mission must provide the square footage of that portion.

Finally, Missions are encouraged to share any additional information concerning their properties in the United States.

Enclosed is a template Missions may refer to for guidance on submission of the requested property information.

The failure of a mission to comply with this request could jeopardize the tax exemption status that is currently extended to properties owned by the government.

The Department would appreciate responses be sent to the Office of Foreign Missions (OFM) by May 31, 2015, via e-mail to OFMProperty@state.gov or fax to 202-736-4145.

Inquiries regarding this request may be directed to OFM at 202-895-3500, option 5, or to OFMProperty@state.gov.

Enclosure:

As stated.

Department of State,

Washington, April 23, 2015.

A handwritten signature in blue ink, appearing to be 'C. D.', is located to the right of the date.

TEMPLATE

<u>OWNED PROPERTIES</u>					
*No portion of the properties below will be used for commercial purposes.					
<u>Use</u>	<u>Address</u>	<u>Purchase Date</u>	<u>Occupied By</u>	<u>Comments</u>	<u>Area Leased Out (Sq. Ft)</u>
Ambassador's Residence	2 Massachusetts Ave, NW Washington, DC 20008	1/8/2013		owned by the Ambassador	
Residence	77 Elm Street Houston, TX 77057	3/30/1960	Jane Doe		
*A portion of the properties below are used for commercial purposes					
Consulate General	1111 Hollywood Boulevard Los Angeles, CA 90025	5/1/1970		floors 4-7 leased out CG only occupies floors 1-3	1,207 square feet
<u>LEASED PROPERTIES</u>					
*No portion of the properties below will be used for commercial purposes.					
<u>Use</u>	<u>Address</u>	<u>Lease Dates</u>	<u>Occupied By</u>	<u>Comments</u>	
Chancery	123 Main Street, NW Washington, DC 20520	7/15/2000 - 7/14/2020			
Cultural Office	62 Lincoln Lane, NW Washington, DC 20008	12/15/2000 - 12/14/2030			
Residence	5 Washington Circle, NW Washington, DC 20007	6/1/2014 - 6/30/2016	John Smith		
Consul General Residence	40 Sunset Road Beverly Hills, CA 90210	3/1/2012 - 2/15/2016			